

Summer 2006 Employment Opportunity

Administrative Assistant To Program Coordinator **Governor's Foreign Language Academies**



Job Description

The administrative assistant to the Program Coordinator of the Governor's Foreign Language Academies will:

- act as a role model for students;
- assist in staffing the Global Village office;
- be responsible for maintaining financial and other records;
- assist in ordering and purchasing materials for academy directors;
- organize and lead or assist with Global Village activities both prior to and during the academies at the direction of the program coordinator;
- provide supervision and leadership for the teachers and resident assistants during the Olympics and other Global Village activities; and
- perform other duties to assist with proper implementation and supervision of the program as assigned by the Program Coordinator.

Qualifications

The ideal candidate will have:

- proficiency with office software;
- demonstrated organizational ability;
- prior experience as an administrative assistant or as a residence assistant at a previous foreign language academy;
- familiarity with the host site;
- native or near-native proficiency in a foreign language of one of the academies;
- experience in providing leadership and a variety of activities for students; and
- unlimited energy and enthusiasm.

The ability to pass a criminal background check is required for employment.

Compensation

The salary for administrative assistant at the 2006 Governor's Foreign Language Academies is dependent on funding from the General Assembly. This information will become available in the fall. As this is a residential program, on-campus lodging and all meals will also be provided.

Information and Applications

The location and anticipated dates of the academies are listed on the next page. The administrative assistant is expected to arrive several days prior to the opening, and stay at least one day after the closing.

Applications are found at: <http://www.doe.virginia.gov/VDOE/Instruction/Language/GAindex.html>. If you have further questions, please contact Helen Small (helen.small@doe.virginia.gov) specialist for foreign languages, Virginia Department of Education, at (804) 225-3666.

**2006 Governor's Summer Residential
Foreign Language Academies: A Global Village
Virginia Commonwealth University
Richmond, Virginia**

Governor's French Academy	Governor's German Academy	Governor's Spanish Academy
June 24-July 16, 2006	June 24-July 16, 2006	June 24-July 16, 2006
ANTICIPATED DATES FOR OPENING AND CLOSING CEREMONIES		
Governor's Latin Academy	Governor's Japanese Academy	Governor's Russian Academy
June 25-July 16, 2006	June 25-July 16, 2006	June 25-July 16, 2006

Please submit a completed application to:
Dr. Paul Dvorak
Program Coordinator
The Governor's Foreign Language Academies
Virginia Commonwealth University
School of World Studies
312 N. Shafer Street
P.O. Box 842021
Richmond, VA 23284-2021

E-mail: pfdvorak@vcu.edu
Voice: 804-827-3418
Fax: 804-828-0127

Review of applications will begin on Tuesday, January 17, 2006.